

Allowable expenses under the Foreign Transfer Allowance are calculated here to process a claim on the SF-1190. This worksheet is reproducible locally. See guidelines on the reverse side of this page.

1. Employee name (Last, First, MI)	2. Agency
3. Miscellaneous expense portion _____ Flat rate (no receipts required) <i>or</i> _____ Itemize (DSSR 241.2a, receipts required) _____ Without family \$500 _____ Without family: lesser of one week' salary or GS-13, step 10 _____ With family \$1,000 _____ With family: lesser of two weeks' salary or GS-13, step 10	

4. **Wardrobe expense portion** Previous or next post & transfer zone _____
 Current post & transfer zone _____

Employee w/o Family _____ Employee with one eligible family member _____
 Employee with two or more eligible family members _____

Per Diem rate for U.S. post of assignment used for this calculation: _____

Occupant(s) x Percentage Allowed = Maximum allowed

Initial occupant	1	100% of Per Diem	\$
Family members 12 & over		75% of Per Diem	\$
Family members under 12		50% of Per Diem	\$
Maximum daily family rate			\$

Date	(A) Lodging	(B) Per Day Meal/Laundry/Dry Cleaning Statement	(C) Total per day (A+B)	(D) Maximum daily family rate	(E) Maximum daily allowable (lesser of C or D)
Total allowable expenses claimed					

6. Lease penalty expense portion

Lesser of: penalty per terms of lease _____ *or* three months' rent _____

Authorizing official certifies the following: (a) the employee's transfer to a foreign post of assignment was due solely to actions by the employing agency and to unusual conditions fully beyond the control of the employee; and (b) the termination of the lease and departure of the employee did not result from any specific actions by the employee to seek a curtailment of the assignment for transfer or promotion; and (c) the employee was not negligent in promptly notifying the landlord of the intent to terminate the lease after receiving an official notice of transfer; and (d) all reasonable steps were taken by the employee to dispose of the quarters by sublease or assignment to others; and (e) both the employee and employing agency made reasonable efforts to avoid the full lease penalty by delaying the employee's transfer to a foreign post of assignment.

Authorizing official's signature _____ Date _____

7. Remarks

8. Employee statement: I certify that the amounts claimed are actual costs incurred or those for which I am eligible.

Employee's signature _____ Date _____

FTA - Foreign Transfer Allowance Worksheet (DSSR 240)

9. Guidelines for the Foreign Transfer Allowance:

⇒ See special definition for "United States" for this Chapter (DSSR 241.1c)

⇒ Consists of four parts:(a) Miscellaneous expense portion

(b) Wardrobe expense portion

(c) Predeparture subsistence expense portion

(d) Lease penalty expense portion

_____ **Miscellaneous expense portion:**

⇒ Two ways to claim: (1) Flat rate or (2) Itemization

⇒ Flat rate: No receipts required; \$500 without family; \$1,000 with family

- ⇒ Itemization: Receipts required; limits are based on salary (DSSR 242.1); allowable expenses listed in DSSR 241.2a
- ⇒ May be paid between U.S. and foreign location or between two foreign locations

_____ **Wardrobe allowance:**

- ⇒ Paid only when transferring across two transfer zones (1 to 3 or 3 to 1)
- ⇒ May be paid between two foreign locations or between certain non-foreign areas outside conterminous U.S. and foreign locations
- ⇒ Never paid from conterminous US (48 contiguous states + the District of Columbia) which is zone 2
- ⇒ Zones for foreign areas found in DSSR 920, column 4
- ⇒ Zones for non-foreign areas found in DSSR 242.2b
- ⇒ Paid as a Flat rate - no receipts required
- ⇒ Amount depends on family size (see DSSR 242.2b for current rates)

_____ **Predeparture subsistence expense portion:**

- ⇒ Paid only when transferring from post in United States (DSSR 241.1c) to post in foreign area
- ⇒ Based on per diem for post of assignment in U.S. regardless of where days are spent
- ⇒ Paid up to ten days before final departure to foreign post
- ⇒ Ten days may be spent anywhere in U.S., however, final departure must be from U.S. post of assignment
- ⇒ Totally Actual Subsistence Method: receipts required for lodging; plus certified meal/laundry/dry cleaning statement (no receipts required)
- ⇒ Partial Flat Rate Method: receipts required for only lodging

_____ **Lease penalty expense portion:**

- ⇒ May be paid from either a post in the U.S. to a foreign area or between posts in foreign areas
- ⇒ Authorizing official must certify in writing to five statements in DSSR 242.4 (statement also on page 1 of FTA worksheet)
- ⇒ Amount allowed limited to terms of lease or three months' rent, whichever is less